



**Solicitation Information
JANUARY 29, 2016**

RFP # 7550229

**TITLE: Textile Composition and Condition Analyses and Treatment Proposal Services for
the Rhode Island State Battle Flag Collection**

Submission Deadline: FEBRUARY 29, 2016 at 11:00AM (EST)

PRE-BID/ PROPOSAL CONFERENCE & WALKTHROUGH: Yes

Date: FEBRUARY 12, 2016 Time: 10:00 AM (EST)

Mandatory: YES

**Location: One Capitol Hill, Providence, RI (Second Floor, Conference Room (“C”), that
will then continue as a walkthrough occurring in the North and South foyers at the Rhode
Island State House, 82 Smith Street, Providence, RI.**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **FEBRUARY 17, 2016 @ 11:00 a.m. (Eastern Standard Time)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases’ website for updated solicitation information addenda.

SURETY REQUIRED: No

BOND REQUIRED: No

**Gail Walsh
Chief Buyer**

NOTE TO VENDORS:

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1.1) INTRODUCTION

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Department of Administration, Division of Capital Asset Management and Maintenance, hereby solicits proposals from a qualified Textile Conservation Firm (sometimes referred to in this RFP as a Vendor, Offeror, or Bidder) to provide de-installation, packing, transportation, textile composition and condition analyses and treatment proposal services, and long-term collection storage for the Rhode Island State Historic Battle Flag Collection, located in the Rhode Island State House in Providence, Rhode Island. This solicitation and any subsequent contract award shall be subject to the Division of Purchases' Procurement regulations and General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal (RFP), not an Invitation for Bids. Responses shall be evaluated on the basis of the relative merits of the proposal and the qualifications and experience of the offeror, in addition to price. There will be no public opening and reading of responses received by the Division of Purchases, other than to name those offerors who have submitted proposals.

1.2) NOTIFICATIONS TO OFFERORS:

- a) Potential offerors are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described herein may result in rejection of the proposal.
- b) To submit a proposal, offerors must register with the Division of Purchases. For information on registering, please see the Division of Purchases' website at www.purchasing.ri.gov under the heading "Vendor Registration Information."
- c) All proposals should include the offeror's FEIN or Tax Identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP shall be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than one hundred and twenty (120) days following the opening date and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by offerors in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to locations other than the Division of Purchases or that are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority to do so from the Secretary of State (401-222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder(s).
- j) Offerors are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Offerors should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8670 or Dorinda.Keene@doa.ri.gov. Visit the website <http://www.mbe.ri.gov/>
- l) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090 or via e-mail at Raymond.Lambert@doa.ri.gov .
- m) It is intended that an award pursuant to this RFP will be made to a prime vendor, who will assume all aspects of the work. Joint ventures and cooperative proposals will not be considered. Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the offeror's proposal.

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

- n) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- o) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, to award in part, or to negotiate with any offeror, as necessary, to serve the best interests of the State.
- p) The purchase of services under an award made pursuant to this RFP shall be contingent on the availability of funds.
- q) The selected offeror must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from its firm who will act as its project manager who will be responsible for seeing that all services are performed within the final work plan and schedule. The selected offeror shall not change its project manager during the project without prior written consent from the Division of Capital Asset Management and Maintenance.
- r) The selected offeror and its subcontractors, if any, must comply with all State and Federal statutory, regulatory and American Institute for Conservation of Historic and Artistic Works (AIC) standards. The selected offeror must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project. Rights to data, work products, etc., are owned by the State of Rhode Island.
- s) Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:
 - 1. Submission and Approval of Project Schedule = 5%;
 - 2. Arrival of Flags at Conservation Facility = 20%;
 - 3. Submission of Draft Report and Photographs= 25%;
 - 4. Submission of Final, hard-copy reports=30%
 - 5. Storage, monitoring and reports 15%

The selected offeror shall be allowed to invoice monthly based on the percentage of work completed. Five percent (5%) retainage shall be held until project close out.

- t) Professional Services Agreement: The State will provide a Professional Services Agreement, which shall outline the specific terms and conditions of this contract, including termination.

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

u) Vendor Insurance Requirements:

1. Textile Services Contractor

- a. Professional Liability Insurance \$1,000,000 per claim and aggregate
- b. Commercial General Liability Insurance \$1,000,000
- c. Workers Compensation & Employers Liability Insurance: Workers Comp at statutory requirement; employers liability \$100,000 each accident, disease each employee \$100,000 and disease policy limit \$100,000

2. Fine Arts Moving Company (Battle Flags)

The Fine Arts mover should also carry:

- a. Commercial General Liability Insurance \$1,000,000
- b. Auto Liability insurance Combined Single Limit \$1,000,000
- c. Workers Compensation & Employers Liability Insurance: Workers Comp at statutory requirement; employers liability \$100,000 each accident, disease each employee \$100,000 and disease policy limit \$100,000

3. Battle Flag Long Term Storage Facility

- a. Professional Liability Insurance \$1,000,000 per claim and aggregate
- b. General Liability Insurance \$1,000,000
- c. Workers Compensation & Employers Liability Insurance: Workers Comp at statutory requirement; employers liability \$100,000 each accident, disease each employee \$100,000 and disease policy limit \$100,000

- v No person or entity, including an entity who has such a person or contractor as an employee or subcontractor, who has participated in preparing, reviewing or evaluating this RFP shall be a bidder for this RFP.

- w) Vendor shall provide an affirmative statement that it shall meet the requirements of this RFP.

SECTION 2 – SCOPE OF WORK

2.1) BACKGROUND

- a) The State of Rhode Island owns a collection of seventy-eight (78) historic battle flags from the American Revolutionary War, the American Civil War, the Spanish-American War, and World War I. These flags have been on display at the Rhode Island State House, hanging on their original wooden flag staffs, since 1903. The flags are displayed in built-in, bronze and glass cases, constructed by Gorham Manufacturing Company in 1902, and these cases are important architectural features of the State House. In 1917, the General Assembly passed legislation that formally transferred care and control of the flag collection to the Department of Administration, and ordered that the flags remain on display, in the Gorham cases. Two additional cases were added in the 1920s to accommodate flags from World War I.

The flags were removed during the mid-twentieth century and sandwiched between nylon nets that were machine-stitched over each flag in an effort to stabilize them. Since this effort was undertaken, there has been no conservation treatment performed on the collection. Over time, the collection has been subjected to dust, light damage, fluctuations in temperature and humidity, insect infestations and other environmental damage. The cases have not been modified or upgraded to meet textile exhibition standards.

This collection represents a vital piece of Rhode Island's cultural heritage, honoring those who fought in various wars throughout the nation's history. As such, the long-term preservation of these flags is critical.

In Spring 2015, the Rhode Island General Assembly amended the existing legislation on the Battle Flags, authorizing the Department of Administration to, "...remove, conserve, and indefinitely store any battle flag or marker it deems to be in such a state of deterioration that its removal from the State House encasements is necessary for its continued existence." This legislation directed the Department of Administration to, "...study the condition of the State House historic battle flags and markers, the encasements in which they are housed and their method of display to ensure their continued survival while permitting, to the extent possible, continued public display of these historic artifacts."

- b) The State of Rhode Island is seeking a Textile Conservation Services firm, also referred to in this RFP as Vendor, Bidder, or Offeror to provide de-installation, packing, transportation, composition, construction, and condition analyses and treatment proposal services, and storage for the Rhode Island State Historic Battle Flag Collection, located in the Rhode Island State House in Providence, Rhode Island. The overall project will involve seven (7) primary phases, which will be split between two contracts; phases i and ii will be completed under a separate contract, not included in this RFP, while phases iii through vi will be completed under this contract. The phases are as follows: (i) temporary re-location of two (2) historic cannon, one (1) 9/11 Memorial sculpture, and one (1)

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

replica of the Liberty Bell that are on exhibit in front of four (4) of the flag cases, using a fine-arts moving company to properly secure and re-locate the objects (if determined to be necessary); (ii) removal and re-installation of the bronze and glass frames on the front of each of the six (6) display cases, using a qualified firm with demonstrated experience in historic preservation; (iii) the de-installation of the flags from their existing display cases; (iv) the packing and transportation of the collection to a conservation facility using a qualified fine-arts moving company; (v) documentation, analysis, and reporting on the composition, construction, and current condition of each flag, plus recommendations for future conservation treatment, including high-resolution photography of all flags; (vi) transportation of the collection from conservation facility to a long-term storage facility qualified to store fine arts materials; and (vii) the long-term storage of the collection for a period of up to ten (10) years, at a facility with adequate security, climate controls, and space to accommodate the collection. Storage shall include regular monitoring and inspection of the collection.

The Textile Conservation Services firm shall be responsible for:

- The de-installation and packing of the flags once removed from the display cases;
- The removal of the flags and attachments from their staffs, and packing of attachments and staffs appropriately;
- Arranging for transportation of the collection using a qualified fine-arts moving services company from State House to conservation facility;
- Securing appropriate, secure space to perform the assessment of each flag;
- Providing documentation, analysis, and reporting on the composition, construction, and current condition of each flag, plus recommendations for future conservation treatment;
- Providing high-resolution photography of all flags, with one set to include a digital grid overlay to identify condition concerns and size of damage;
- Providing high-resolution photography of all flag staffs;
- Arranging for transportation of the collection using a qualified fine-arts moving services company from conservation facility to long-term storage facility;
- Providing storage of the flags at a secure, climate-controlled facility for up to ten (10) years; and
- Providing regular monitoring and inspection of the collection for the duration of the storage period, with bi-monthly written reports submitted to the Division of Capital Asset Management and Maintenance, ATTN: State Collections Manager.

All other phases of this project shall be coordinated by the State and/or the RI Civil War Sesquicentennial Commemoration Commission, under separate contract(s). The Vendor and the consultants hired to complete the other contract(s) will be required to coordinate project schedules, particularly during the early phases of the project.

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

- c) The current intent of the State is to complete this project by December 7, 2016. The State House will remain open and operational during the project period. The facility is open to the public Monday-Friday, 8:30 a.m.-4:30 p.m. De-installation and transportation of the flags must be scheduled to occur after hours, or on weekends, so as not to interfere with normal business operations.
- d) Existing analysis and documentation of the collection includes the following:
 - i. “Rhode Island Battle Flag Collection Conservation Assessment Report” prepared for the Rhode Island Civil War Sesquicentennial Commemoration Commission in 2014. This assessment was performed without removing the flags from their display cases.
 - ii. “Rhode Island Battle Flag Collection Storage & Management Needs Assessment” prepared for the Rhode Island Civil War Sesquicentennial Commemoration Commission in 2014. This Assessment was performed without removing the flags from their display cases.
 - iii. “Report of Battle Flags of the State of Rhode Island and Providence Plantations” prepared for the Rhode Island Civil War Sesquicentennial Commemoration Commission in 2012.
 - iv. Legislative History of Flag Collection.
- e) The Rhode Island Civil War Sesquicentennial Commemoration Commission has acquired the following supplies to support this condition assessment and the storage of the collection:
 - i. (15) Temporary flag storage units, each measuring 80”x74”x4”, constructed of D-flute Heritage Corrugated Board, TyCore Panels. These boxes have been shipped unassembled.
 - ii. (1) ELSEC 765 Environmental Monitor
 - iii. (10) Galvaneal strip, 24” x 2” powdercoat white
 - iv. (10) Galvaneal strip, 24”x4” powdercoat white
 - v. (10) Galvaneal strip, 48”x4” powdercoat white
 - vi. (4) rolls 2 Dynarex Cotton Stockinette, 2”x25 yds
 - vii. (1) Roll Tyvek 60”w x100 yards
 - viii. 3 Image Permanence Institute PEM2 dataloggers
 - ix. Roomba 870 robotic vacuum
 - x. (2) SpectroLED Studio Bi-Color LED Lights
 - xi. (2) Air Cushioned Light stands, black—10’
 - xii. (200) assorted magnets
 - xiii. (2) flag examination tables, 1 with flag staff storage: 39”x10’x42” and 39”x8’x42”
 - xiv. (1) Hung display panel

These supplies will be available for use to the successful Offeror.

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

2.2) REQUIRED SERVICES

- a) The successful offeror will schedule a minimum of three (3) meetings with key project stakeholders in Providence, Rhode Island. The first meeting shall be to finalize the project schedule, and will take place within ten (10) days of Vendor selection and notification of an award by the Division of Purchases. The project schedule shall be finalized within 10 days of the first meeting. Subsequent meetings shall be scheduled at this first meeting.
- b) De-installation, packing, and transportation of the battle flags and the flag staffs from the State House display cases to a conservation facility. Personnel involved must be supplied with proper personal protective equipment (PPE) to protect from dust, mold, and fibrous particles during removal and packing.

De-installation will include the following: removal of the flags and flag staffs from the State House display cases; removal of the flags from their staffs; removal of any ribbons, cords, halyards, etc. that may be attached to the flags; and labeling of each flag, staff, and any attachments to ensure the collection remains properly organized. Flags must be packed separately from staffs, but will be transported with the flags.

Transportation must be performed by a qualified licensed, bonded, and insured fine-arts moving company. Flags should travel in an “exclusive use,” climate controlled vehicle with a courier.

- c) A complete condition assessment of each of the seventy-eight (78) battle flags, their staffs, and any attachments shall be performed at a qualified conservation facility. Prior to any assessment, flags must be vacuumed to remove dust particles, and to ensure the health and safety of the conservator(s). Once this initial cleaning has been completed, the composition, construction, and condition assessment shall be performed. It shall include, but not be limited to, documentation of the following:
 - Information related to the composition and construction of the flags, including:
 - i. Analysis of fiber, yarn, and weave structure of all components
 - ii. Yarn and fabric construction—stripes or body of flag, canton, stars, header (at hoist edge), fringe
 - iii. Construction of header and method used to attach flag to staff
 - iv. Fiber content and construction of sewing thread
 - v. Documentation of prior repairs and their locations
 - vi. Location of selvages (tightly woven fabric edges that prevent fraying) if any

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

- vii. Painted or embroidered, appliqued, reverse appliqued stars, including their shape, size, and method for applying to or incorporating in the canton
 - viii. Any defects or weaknesses such as discoloration due to dirt, water staining, or dye fading; weakness or areas of yarn loss in the fabrics; fractures or losses within painted areas; pest damage; loss of sewing threads; damage to or loss of fringe
 - Documentation of any treatment undertaken in order to perform the assessment
 - Treatment proposals for each flag outlining recommended work to stabilize each flag. Treatment proposals should include recommendations for long-term storage of each flag
 - Information related to the composition and construction of the flag staffs, including:
 - i. Analysis of all material components
 - ii. Any defects or weaknesses such as discoloration due to dirt, or water staining; weakness or areas of wood loss, cracking, or chipping; pest damage; damage to attachments
 - Treatment proposals for each flag staff outlining recommended work to stabilize each flag staff. Treatment proposals should include recommendations for long-term storage of each flag staff
- d) Photography of each flag, flag staff, and attachments in the collection as it hangs prior to de-installation, during the condition assessment, and finally, upon completion of the condition assessment. Flags must not be pulled on their fly ends when photographed hanging on their staffs. A set of high-resolution digital photographs of each flag, flag staff, and attachments will be submitted by the Vendor. A portion of these photographs will be for purposes of documenting the current conditions, and a portion shall be for purposes of exhibition/display in the State House. Photographs intended for the exhibition and display must be suitable for large-scale printing. Photographs shall be submitted as part of the Final Condition and Conservation Assessment Report. Photographs shall be taken from above the flag, while the flag lies as flat as possible, using a digital SLR camera.
- e) Storage of the entire flag collection, including flag staffs and attachments, for a period of five (5) years, with an option to renew for an additional five (5) years at the sole discretion of the State. The collection must be stored in a secure facility with proper climate controls and monitoring. Vendor shall provide regular monitoring and inspection and bi-monthly written reports of the collection while it is in storage.

2.3) DELIVERABLES:

- a) Preliminary Condition and Conservation Report:
Provide twelve (12) hard copies plus 1 original suitable for printing, and 3 CDs in pdf.

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

- b) Final Condition and Conservation Assessment Report:
Provide twelve (12) hard copies plus 1 original suitable for printing, and 3 CDs in pdf.
- b) High-resolution, digital photographs of each of the seventy-eight (78) battle flags, flag staffs, and attachments. Flags shall be photographed using an SLR camera, and submitted as .TIFF files. Resolution shall be 200-300 DPI for all photographs.

Take multiple photographs for each flag, flag staff, and attachments, and provide (1) one on photo-quality paper. Provide 3 CDs/DVDs containing all photography files.

- c) Five (5) years of storage for the flag collection, at a secure, climate-controlled facility with an option for an additional (5) years of storage for an additional fee, with bi-monthly written reports submitted to the Department of Administration, Division of Capital Asset Management and Maintenance, Attn: State Collections Manager.
- d) An Executive Summary of all findings and recommendations.

SECTION 3 –PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the Date & Time indicated on page one of this solicitation. Please reference the RFP # (found on page one of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda. **Vendors are advised that there should be no contact with State parties other than described in this RFP.**

A **mandatory** pre-bid meeting & walkthrough will be held on February 12, 2016 at One Capitol Hill, Providence, RI (Second Floor, Conference Room ("C")) at 10:00 A.M., with a walkthrough occurring in the North and South foyers at the Rhode Island State House, 82 Smith Street, Providence, RI.

SECTION 4 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

4.1) RESPONSES

- a) Because of the historic importance of this collection and the sensitive nature of the work, the successful bidder must have a high degree of experience in performing conditions assessments and conservation treatment on historic textiles, with expertise and experience working with historic battle flags preferred. The Vendor submitting the bid must have completed projects of a similar size and scope, and must be able to demonstrate in their proposal that they have the necessary resources to complete the project within the parameters of the schedule provided in this RFP. The successful bidder will be expected to demonstrate experience and qualifications by providing the

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

following:

- i. A Resume/Curriculum Vitae for principals including, but not limited to, the project manager and key personnel who will be assigned to this project, including a list of relevant battle flag conservation projects with which they were directly involved;
- ii. A detailed history of conservation experience, including a list of representative projects with final cost, year completed, and description of work (e.g. conditions assessment, emergency stabilization measures, conservation treatments, documentation, transportation and storage of collections, etc.);
- iii. A list of all anticipated sub-contractors. Subcontractors should have similar experience working with historic collections within their respective areas of expertise. Provide a Resume/Curriculum Vitae for all sub-contractors;
- iv. Due to the importance of the specific expertise of the individuals listed in (1) and (iii), the selected Vendor shall not remove or replace any such listed persons for the Services under this RFP, unless approved in writing by the Division of Capital Asset Management and Maintenance.
- v. A detailed list and full description of any claims, litigation or cancellation of contracts against the individuals or projects listed in (i)-(iii) above arising out of same or similar projects as contemplated by this RFP.
- vi. A plan for compliance with the State's MBE/WBE requirements; and
- vii. A list of (5) references, including current contact information.

The State reserves the right in its sole discretion to determine equivalent or prior experience and the right to reject any or all bids that fail to demonstrate equivalent prior experience. The State will contact project references and may contact other sources, and reserves the right to reject bids based on poor performance with similar projects.

- b) Responses will be evaluated in two parts by a Technical Review Committee, appointed by the Division of Capital Asset Management and Maintenance. Part One is a Technical proposal and Part Two is a Professional Fee proposal. Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation.
- c) Part One will require a Technical proposal and will be evaluated on the following criteria, including the information provided in section 4.1(a). (All Offerors must

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

receive a minimum score of **55 points out of a possible 70 points** on the Technical proposal, offerors not scoring at least **55 points** will not be considered further):

One. (0-30 points) Experience of the Firm and Project Principals:

Describe the textile conservation services firm's and any sub-contracted consultants' general experience as well as their specific experience and qualifications for textile conservation projects of a similar size, scope and purpose. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Indicate the plan for compliance with the State's MBE/WBE requirements.

Proposals must provide answers to the following questions:

- i. What experience does the textile conservation services firm have with battle flag conservation projects of a similar size, scope and purpose? Has a list of at least five (5) assessment and/or conservation projects completed in the last ten (10) years been provided?
- ii. Does the Proposal illustrate that the staff and each consultant assigned to the project have the background and experience necessary for a successful composition, construction, and condition analyses and treatment proposal?
- iii. Has the textile conservation services firm demonstrated in the proposal that they have the personnel resources to complete the project within the parameters of the schedule provided?

Two. (0-30 points) Project Plan:

This section shall describe the Offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed, it **must** include a tentative project schedule with personnel assignments to project tasks.

Proposals must also provide answers to the following questions:

- i. Does the plan illustrate that the Offeror has analyzed, interpreted and understands the issues presented by this project?
- ii. Does the plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client, other customers and end users?
- iii. Does the proposed plan appear sensitive to budget and time constraints?
- iv. Does the plan address relevant design and program issues by providing possible solutions?
- v. Does the Offeror identify both the constraints and opportunities posed by this project?
- vi. Is there a tentative project schedule provided by the Offeror and is that schedule achievable (not overly optimistic or needlessly long)?

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

- vii. Are the staff to be assigned to the project, including a project manager, subcontractors, photographers, and others, identified including FTE and/or hourly effort?
- viii. Does the level of effort for each appear adequate?
- ix. Does the Offeror describe their current workload and the availability of their personnel to perform the project? Is it feasible for the Offeror to undertake?

Three. (0-10 Points) References:

Select a minimum of three (3) and a maximum of five (5) projects and provide principal contacts, including all contact information, for textile composition, construction, and condition analyses and treatment proposal services of a similar size and scope to the proposed project. These individuals and other sources may be contacted by members of the selection committee for further information.

Proposals must provide answers to the following questions:

- i. Were the references provided related to projects of a similar size and scope to the proposed project?
 - ii. Did the Offeror identify problems and issues in a timely and complete manner?
 - iii. Were technical and budget issues fairly balanced with a good outcome resulting?
 - iv. Did the Offeror adequately research relevant conservation issues?
 - v. Was the Offeror's proposed work plan thoroughly responsive to the client's needs, including, but not limited to: timeline, budget, facility constraints, and unforeseen conditions of the collection?
- c) Part Two will require a Professional Fee proposal and will be evaluated on the following criteria (Will represent 30 points for a possible total score of 100 points):

One. (0-30 points) Professional Fee Proposal:

- i. The Professional Fee proposal shall be submitted in a **separate, sealed envelope.**
- ii. The Professional Fee proposal shall provide a total lump sum, fixed fee for the entire project. This shall be a fixed fee (dollar amount), which includes, as separate line items: (i) total rate for labor and materials associated with the composition, construction, and condition analyses and treatment proposal services for the flag collection; (ii) fees for the de-installation and packing of the flags (iii) fee for condition analyses and treatment proposal services for flag staffs and flag attachments, including written reports; (iv) fees for photography of the collection; (v) fees for the transportation of the collection from the State House to the conservation facility; (vi) fees for transportation of the collection from the conservation facility to the long-term storage facility (if

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

applicable) (vii) storage fees for (5) years; (viii) storage for a period of an additional (5) years, at the sole option of the State; (ix) and periodic monitoring and inspection of the collection while in storage, with reports submitted to the Department of Administration, Division of Capital Asset Management and Maintenance on a bi-monthly basis. Reports shall be addressed to the State Collections Manager.

- iii. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project including but not limited to project schedule, de-installation and transport of flag collection to a conservation facility, documentation of conditions of each flag, recommended conservation treatments, photography of flags, submission of reports, transportation of the flag collection from the conservation facility to the long-term storage facility (if applicable), and long-term storage and monitoring of the collection.
 - iv. The proposal with the lowest opened Professional Fee proposal shall receive the full **30 points**. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula: $x/n (y) = \text{points awarded}$; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 30 points.
- d) An award shall be made by the Division of Purchases to the Vendor with the combined Technical and Professional Fee highest point score.
 - e) Offerors may be asked to submit additional written information or be asked clarifying questions by the Technical Review Committee. The State may, at its sole option, elect to require presentations by offerors clearly in contention for award. The State reserves the right to request a Best and Final Offer.
 - f) All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.
 - g) The State reserves the right to award based upon the most favorable cost proposal.
 - h) Notwithstanding the above, the State reserves the right to not award this contract, to award on the basis of cost alone, to accept or reject any or all responses, to award in part and to award in its best interest.

Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle Flag Collection

4.2) PROPOSAL SUBMISSION

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (**an original plus five (5) copies**) should be mailed or hand-delivered in a sealed envelope marked as **RFP #7550229 and “Textile Composition and Condition Analyses and Treatment Proposal Services for the Rhode Island State Battle Flag Collection.”**

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

4.3) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Sections 4.1 and 4.2, proposals must include the following:
 - i. A completed and signed three-page RIVIP generated offeror certification cover sheet (downloaded from the Division of Purchases’ website: <http://www.purchasing.ri.gov>)
 - ii. A completed and signed IRS Form W-9 which may be downloaded from the Division of Purchases’ website.
 - iii. In addition to the multiple hard copies of the proposal required, Respondents are requested to provide their proposal in electronic format (CD-ROM, DVD, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD should be included in the proposal marked “Original”.

4.4) CONCLUDING STATEMENTS

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor’s submission.

**Textile Conditions and Conservation Assessment Services for the Rhode Island State Battle
Flag Collection**

- b) Notwithstanding anything contained above, the State reserves the right to not award this contract, to award on the basis of cost alone, to accept or reject any or all responses, to award in part and to award in its best interest.

END